



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 1 दिसम्बर, 2003/10 अग्रहायण, 1925

हिमाचल प्रदेश सरकार

**PERSONNEL DEPARTMENT**  
(Secretariat Administration Services-I)

**ORDER**

*Shimla-2, the 4th November, 2003*

No. Per. (SAS.I) A (1)-1/98.—In pursuance of the provisions of Rule-26 & 27 of the Rules of Business of the Government of Himachal Pradesh, 1996, the Chief Minister of Himachal Pradesh is pleased to order that the cases and matters in the Department of Secretariat Administration shall be disposed of by the authorities in the manner as indicated in Schedule "A" & "B" enclosed.

2. This supersedes all previous orders issued in this behalf relating to the Department of Secretariat Administration.

By order,

Sd/-  
Chief Secretary.

## SCHEDULE—"A"

**Standing orders under Rule-26 of Rules of Business of the Government of Himachal Pradesh, 1986 regarding disposal of work at various level in Secretariat Administration Department**

*At Chief Minister level as Minister-in-Charge.*

1. All Vidhan Sabha Questions and Reply to assurances.
2. All Parliament Question involving policy.
3. Recruitment and Promotion Rules in respect of Class-I, II, III and IV employees.
4. Cases of disagreement with the advice of Himachal Pradesh Public Service Commission.
5. Imposition of Major penalty (compulsory retirement, removal and dismissal from Govt. Service) on Class-I & II Officers of Himachal Pradesh Secretariat.

## SCHEDULE—"B"

**Standing orders under Rule-27 of Rules of Business of the Government of Himachal Pradesh, 1996 regarding disposal of work at various levels in Secretariat Administration Department**

*At the Chief Secretary level :*

1. Approval of recommendations of the DPC regarding promotion to the post of Section Officers, Private Secretaries, other Class-I & II Officers of Himachal Pradesh.
2. Imposition of Major Penalty (except those specified in Schedule-"A") on Class-I & II Officers of Himachal Pradesh.
3. Appellate authority in the cases of Minor penalty on Class-I & II Officers and against Adverse entries in ACR of Class-I & II Officers.
4. Imposition of Major penalty (compulsory retirement, dismissal, removal) in respect of Class-III officials.
5. Sanction for prosecution of Government servants in respect of Class-I and II Officers.
6. All items of new expenditure.

*At the Principal Secretary/Secretary/Spl. Secretary level :*

1. Promotion/Confirmation in respect of Class-I and II Officers.
2. Approval of DPC for Class-III Officials.
3. Imposition of minor penalty on Class-I and II Officers.
4. Imposition of maior penalty (compulsory retirement, dismissal, removal from service) in respect of Class-IV employees.
5. Sanction for prosecution of Government servants in respect of Class-III Officials.

6. Transfer on deputation on foreign service of Class-I, II and III Officers/Officials.
7. Representation of Class-I and II Officers against the adverse remarks in the ACRs.
8. Posting and transfer of Class-I and II Officers.
9. All other matters concerning service of Himachal Pradesh Secretariat other than which are required to be submitted to higher authorities under rules/orders/instructions issued in this behalf from time to time.
10. Annual Budget estimates in respect of Himachal Pradesh Secretariat.
11. Replies to the paras of reports of Estimates Committees and Public Accounts Committees.
12. Creation/confirmation of posts.
13. Such financial powers, matters for which specific powers have been delegated from time to time to the Head of Departments.
14. Appellate authority in the cases of minor/major (other than compulsory retirement, removal from Govt. service and dismissal from service) penalties imposed upon Class-III employees also in respect of adverse entries in ACRs of Class-III Officials.
15. Grant of proficiency increment to Class-I and II Officers under Assured Career Progression Scheme.
16. Pension/Gratuity sanction to Class-I Officers.

*At the level of Additional/Joint/Deputy Secretary:*

1. Promotion/Appointment in respect of all Class-III Officials.
2. Imposition of Minor/Major (other than compulsory retirement, removal from Government service and dismissal from service), penalties on Class-III Officials.
3. Sanction for prosecution of Class-III Officials.
4. Grant of Prop. increment in respect of Class-III and IV officials.
5. Transfer on deputation/Foreign service in respect of Class-III officials.
6. Representation of Class-III officials, against adverse remarks in the ACRs.
7. Appellate Authority in the cases of minor/major (other than compulsory retirement, removal from Government service and dismissal from service) penalties imposed upon Class-IV employees.
8. Posting and transfers of Class-III officials.
9. All cases concerning reference to the Himachal Pradesh Public Service Commission.

10. All permission cases under the conduct rules in respect of Class-I and II officials.
11. All miscellaneous service matters concerning Himachal Pradesh Secretariat employees, other than those which are required to be submitted to higher authorities under any rules/orders/instructions issued in this behalf from time to time.
12. Appointments/Promotion/Confirmation of Class-IV employees.
13. Imposition of minor/major penalties of Class-IV employees.
14. Matters relating of Secretariat Library, Control Room, Building Repairs, maintenance work.

*At the level of Under Secretary:*

1. The entire work (except Control Room and building repairs and maintenance work) being dealt within S.A.R. and I-II section including Fire, Fitting, Security and matters to cleanliness and conservancy staff.
2. The work of SA, Accounts I and II, SAD-II, Despatch, Central Registry.
3. Transfer and postings of Class-IV employees of Secretariat.
4. Pension/Gratuity sanctions to Class-II, III & IV.
5. Sanction of loans and advances to Class-III & IV.
6. Any other subject/matters that may be assigned by the Secretary (SA).

*At the level of Section Officers:*

1. Verification of entries in respect of Service Books of Class-I, II, III and IV employees.
2. Acknowledgement of letters, issuance of reminders to various officers/communications.
3. Routine informatory papers not involving any policy decision/fresh orders/instructions.
4. Casual leave and Station leave to the staff posted in the Section.
5. Authentication of letter which do not involve any major policy decision or important orders, provided the drafts thereof have been approved by the higher authorities.
6. Routine correspondence with various Section/Offices calling for information/date etc.